



Completing the Nomination Form for a Hawaii Scenic Byway

PURPOSE OF THE NOMINATION FORM

The very first step in the designation process is to seek approval of a nomination for a *Hawaii Scenic Byway* from the Hawaii Department of Transportation (HDOT).

Nomination of a *Hawaii Scenic Byway* represents a commitment by a qualified *Scenic Byway Sponsor* to prepare the application for designation of a *Hawaii Scenic Byway* should the nomination be accepted.

After studying the program documentation, a potential local *Scenic Byway Sponsor* should arrange to meet with the *State Scenic Byways Coordinator* to discuss the potential of the proposed byway for nomination and, if the potential exists, the procedure for nominating the byway.

The nomination is comprised of a completed nomination form and attachments submitted by an authorized representative of a proposed *Scenic Byway Sponsor* to the *State Scenic Byways Coordinator* that:

- Names, describes and maps the entire route;
- Identifies whether the byway is ready for travelers;
- Proposes the Scenic Byway Sponsor;
- Includes Letters of Support.

NAME, DESCRIBE AND MAP THE ENTIRE ROUTE

The nomination must define the extent of the road or roads to comprise the Hawaii Scenic Byway:

- Provide a schematic map of the byway (generally a minimum of 5 miles).
- Can travelers easily follow the route, even if gaps exist?
- Why do gaps or intrusions exist? Are they minimal? Do they diminish the traveler's experience?

Any public access roadway, route, or thoroughfare, regardless of ownership or

combination of ownerships, that accommodates passenger vehicles within standards of safety reasonable for their context is eligible for consideration as a scenic byway provided that it has clearly identifiable "intrinsic qualities" and provides visual or physical access to these features, as well as meets other eligibility criteria established by the *Hawaii Scenic Byways Program*.

While *Hawaii's Scenic Byways Program* is oriented toward public roads, it is not limited to State highways and allows for routings involving roads under different jurisdictions. However, the corridor must be readily accessible to the public and of greater than local significance. For this reason, byways should be a continuous route of generally more than five miles in length with defined entrance and exit points. Local collector streets should not be included in a scenic byway under Hawaii's program.

A schematic map of the byway must show locations of:

- each end point,
- gaps (if any),
- communities and settlements,
- public lands,
- critical directional signage,
- existing interpretive panels or information,
- public visitor centers and other visitor amenities, and
- points of interest

Gaps in the byway must be described. Reasons for these gaps must be described, whether these gaps are minimal, and whether these gaps diminish the traveler's experience.

The overall quality of a byway is a more important factor than the minimum length. A shorter road with a strong image is preferred to a longer road with isolated scenic views interrupted by intrusions, or with lead-ins that are excessively long in proportion to the quality of the scenic segment, factors that result in a weaker overall image for the byway.

Hawaii Scenic Byways Program

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HSBP-05



Road conditions along the byway must be described, including:

- any restrictions on vehicles, buses, bicycles, etc.;
- seasonal closures;
- factors that contribute to or detract from traffic safety;
- best time of year for travel;
- times (of day, of year) that have the most crowds or traffic;
- whether travelers can easily follow the route, even if gaps exist.

As many scenic areas throughout Hawaii are in “out of the way” places with limited public access, yet are cherished locally, counties and cities should incorporate appropriate byway management measures for these areas of local interest in their own master plans, development ordinances, and capital budgets even if the area is not eligible for nomination as a scenic byway. Technical assistance will be available by contacting the *State Scenic Byways Coordinator* to help the *Scenic Byway Sponsor* or local community protect scenic resources not otherwise eligible for nomination under *Hawaii’s Scenic Byways Program*.

Discuss the “intrinsic qualities” that make the route scenic:

Scenic byways are roads that provide us with access to extraordinary qualities that by themselves, or in combination, identify the route as a very special experience.

To be eligible for nomination as a scenic byway, the byway must have at least one of six “*intrinsic qualities*” as defined by the Federal Highway Administration (FHWA), which administers the National Scenic Byways Program. These qualities are the “scenic, historic, recreational, cultural, archeological, or natural features that are considered representative, unique, irreplaceable, or distinctly characteristic of an area.” The characteristics associated with the intrinsic qualities are those that are distinct and most representative of the area, and the significance of the features contributing to these qualities should be recognized throughout the region.

- At least one quality must be of statewide or national significant and sought for preservation, enhancement and promotion.

- Descriptions, photographs, interpretive brochures and other supporting material must be provided that document one or more of these intrinsic qualities along the route of the byway.

Describe a “theme” for the byway:

The experience of the National Scenic Byway Program over more than 15 years has demonstrated that the most successful byways have well-defined themes, and tell a story.

- What is the “story” revealed by traveling the byway?
- Give a name for the byway that tells the story.
- Provide a video (on tape, CD or DVD) showing the travel experience in both directions along the nominated byway.

Name the byway based on the theme:

- The road name may, but need not be included in the byway name.
- A name describing the theme and location of the byway is more important for marketing.

IS THE BYWAY READY FOR TRAVELERS?

The ability of the byway to accommodate travelers is a very important consideration.

- Describe how one can get to the byway by way of transportation hubs (airports, highway interchanges, etc.) and from cities, towns and other settlements. Describe “gateways” or preferred entry points to the byway.
- Describe traveler services such as food, fuel, auto repair and lodging facilities.
- Identify the locations of visitor and welcome centers, universal access accommodations, gaps in traveler amenities and language accommodations (where people speak a particular language that might be sought by visitors).
- Describe directional signage and other signs that help visitors access and navigate the byway, and find their way back to major routes and access points.
- Identify other available tools and techniques for wayfinding along the byway such as signs, brochures, Google Maps, Google Earth, and GPS systems.

- Describe side trips, and how visitors will find their way back to the byway from a side trip.

PROPOSE THE SCENIC BYWAY SPONSOR

The *Scenic Byway Sponsor* is the local government entity, non-governmental (non-profit) organization, business, or institution that prepares the application for byway designation.

The *Scenic Byway Sponsor* is the organizer, convener and facilitator of the designation process for a byway. It maintains the lead responsibility for preparing the nomination for the scenic byway and, in subsequent steps, organizes and maintains a *Local Byway Committee* for the byway, presents the application for designation as a ***Hawaii Scenic Byway*** to the *State Scenic Byways Advisory Committee*, and coordinates the development and implementation of the Corridor Management Plan (CMP) for the byway.

The *Scenic Byway Sponsor* need not be an agency or organization having legal ownership or jurisdiction over any portion of the byway. The primary qualification for a *Scenic Byway Sponsor* is the ability to organize and maintain a *Local Byway Committee* that will prepare and formally submit the documents necessary for designation as a ***Hawaii Scenic Byway***. Therefore, the local *Scenic Byway Sponsor* may be a local governmental entity, a non-profit organization, a business, or an institution. The long-term stability of the *Scenic Byway Sponsor* is an important consideration. Due to the demands on the *Scenic Byway Sponsor*, unaffiliated individuals will not be accepted as a *Scenic Byway Sponsor* except where the capacity to manage the roles of a *Scenic Byway Sponsor* has been demonstrated or where no other qualified *Scenic Byway Sponsor* is available.

A potential *Scenic Byway Sponsor* may advance one or more scenic byways for nomination.

To show that the *Scenic Byway Sponsor* is authorized to submit the nomination, the nomination must include as an attachment either:

- An authorizing resolution from the governing body if the *Scenic Byway Sponsor* is a local government agency; or
- A certified copy of a written authorization from the leadership for other organizations.

The nomination form also must identify a lead contact for the *Scenic Byway Sponsor* that signs the nomination form.

OBTAIN LETTERS OF SUPPORT

A letter of support for the nomination must be attached to the nomination form from each agency with jurisdiction over the roadway(s).

The letter of support establishes that the agency is aware of, and does not object to, the nomination.

- It provides an opportunity for the agency to be involved in the process.
- It does not commit the agency to any actions or commitment of resources.

For State highways and other roads under the direct jurisdiction of the HDOT, the letter of support should be from the HDOT District Engineer with jurisdiction over the roadway(s).

SUBMIT THE FORM

When the nomination form is completed, submit it to the *State Scenic Byways Coordinator* at HDOT together with the following supporting documents:

- A narrative report or memorandum describing the proposed route, theme, and the intrinsic qualities that make the route scenic.
- A schematic map identifying the proposed route for the scenic byway and the location of key features.
- A video of the driving experience of the byway from both directions.
- Photographs, interpretive brochures and other supporting material.
- Documentation demonstrating that the *Scenic Byway Sponsor* is qualified to lead the designation process and a *Local Byway Committee*.
- Documentation of the Scenic Byway Sponsor's authorization to submit the nomination (for a municipality or a county, an authorizing resolution(s) from the Scenic Byway Sponsor's governing body; for other organizations, a certified copy of a written authorization).

- A letter of support from each agency with jurisdiction for the roadway(s) included in the byway nomination.

The nomination form is attached to this document.

NEXT STEPS

On receipt of the nomination, the *State Scenic Byways Coordinator* will evaluate the completeness of the nomination package using the Hawaii Scenic Byways Nomination Application Checklist or similar form, and will contact the *Scenic Byway Sponsor* within 30 days of receipt.

While the Local Byway Sponsor should refer to this checklist to help ensure that the nomination application is complete, the *State Scenic Byways Coordinator* has the sole discretion to accept or reject a nomination. After the nomination is determined to be complete, the *Scenic Byway Sponsor* and the *State Scenic Byways Program Advisory Committee* will be directly notified of the *State Scenic Byway Coordinator's* action on the nomination.

The *State Scenic Byways Coordinator* may reject a nomination that:

- is improperly prepared or incomplete;

- is not advanced by a qualified *Scenic Byway Sponsor*;
- does not advance the objectives of the *Hawaii Scenic Byways Program*, or
- is for a byway that does not meet the eligibility criteria of the *Hawaii Scenic Byways Program*.

In such cases, the nomination will be returned to the *Scenic Byway Sponsor* with the reasons for the rejection specified. A rejected nomination remains eligible to receive limited technical assistance from the *State Scenic Byways Coordinator*.

If the nomination is approved by the *State Scenic Byways Coordinator*, the *Scenic Byway Sponsor* should meet with the *State Scenic Byways Coordinator* within 30 days to begin the process to:

- Form a *Local Byway Committee*; and
- Prepare an application for designation as a *Hawaii Scenic Byway*.

The nomination approval process and Local Byway Committee approach provides State and local officials and key stakeholders an opportunity to closely collaborate to achieve the objectives for the Hawaii Scenic Byways Program.

July 2009



Hawaii Scenic Byway Nomination

The purpose of this Nomination is for a potential *Scenic Byway Sponsor* (agency, organization or individual) to inform the *State Scenic Byways Coordinator* of local interest in designating a *Hawaii Scenic Byway* along a specified route. Using the information provided, the *Coordinator* will evaluate the feasibility of a future Hawaii Scenic Byway designation and will contact the *Scenic Byway Sponsor* within 60 days of receipt to determine an appropriate course of action.

PROPOSED NAME FOR THE SCENIC BYWAY:

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|--|--|--|
| The information requested is to be sent to: State Scenic Byways Coordinator Hawaii Department of Transportation 869 Punchbowl Street Planning Branch, Rom 301 Honolulu, HI96813 | <input checked="checked" type="checkbox"/> | ATTACHMENTS REQUIRED FROM SCENIC BYWAY SPONSOR <input type="checkbox"/> Map identifying scenic byway and key attributes. <input type="checkbox"/> Narrative, photographs, interpretive brochures and other supporting material. <input type="checkbox"/> Authorization for the Scenic Byway Sponsor. <input type="checkbox"/> Letter of Support from each agency with jurisdiction over roadway(s). |
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|---|--|------|------|
| Scenic Byway Sponsor Contact Information: | Scenic Byway Sponsor Signature: | | |
| | <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Name</td> <td style="width: 40%; border: none;">Date</td> </tr> </table> | Name | Date |
| Name | Date | | |

Description of the Route and Theme (please continue on separate sheet using itemized table of contents for all attachments with text no smaller than 11 pt font) :

FOR STATE SCENIC BYWAYS COORDINATOR USE ONLY:

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|---|--|--------------|
| Date Received: | <div style="border: 1px solid black; height: 20px;"></div> | Feasibility: |
| Completion Date: | <div style="border: 1px solid black; height: 20px;"></div> | |
| Scenic Byway Sponsor Notification Date: | <div style="border: 1px solid black; height: 20px;"></div> | |
| Scenic Byway Sponsor Meeting Date: | <div style="border: 1px solid black; height: 20px;"></div> | |

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